

Graduate Expenses

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Fees are subject to change without advance notice by the Idaho State Board of Education prior to the first official day of class. (See “Policy Statement Concerning Graduate Catalog Contents (<https://coursecat.isu.edu/graduate/>)” on the title page of this catalog.)

In general, the expenses for Idaho State University graduate students may be divided into classifications of fees, board, and room. In addition to the fees listed, some courses may require the expense of special uniforms, protective clothing, field trip expenses, lab fees, or instructional costs for remedial courses.

Enrollment Fees

Graduate students will be charged fees as full-time students whenever they enroll for 9 credits or more. For financial aid purposes, graduate assistants/fellows and students receiving other financial aid must enroll for 9 credits per semester to be considered full-time.

Certain programs require full-time summer study. Students in these programs are assessed full-time fees during the summer semester.

2023-2024 Fees and Tuition:

Please visit <https://www.isu.edu/costinfo/> for updated information on fees and tuition.

Idaho Residency

Please visit <http://coursecat.isu.edu/aboutisu/idahoresidencyrequirements/> for information on Idaho Residency Requirements for Fee Payment.

Other Fees and Charges

Graduate Classified (degree-seeking) Application/Processing Fee.....
\$65.00

Unclassified (non-degree seeking) Application/Processing Fee.....\$35.00

Late Fee (after semester has started).....\$50.00

2nd Application Fee\$35.00 (if submitted within 1 year of 1st application)

Graduate International Degree Seeking Application/Processing Fee.....
\$65.00

Graduate Conditional Admission IEI/ELS Application/Processing Fee.....
\$55.00

For additional information, please visit <http://www.isu.edu/finserv/costinfo.shtml>. (<http://www.isu.edu/finserv/costinfo.shtml>)

Class Fees (in addition to regular registration fees)

Many university classes require additional fees for specialized instruction and/or supplies. See the Class Schedule (https://ssb.isu.edu/bprod/bwckschd_p_disp_dyn_sched/) for class fees required for specific courses.

Late Registration Processing Fees

Second through 10th day of classes.....\$50.00

After 10th day of classes.....\$100.00

To help defray the extra cost involved with late registration, processing fees are charged in addition to any other regular fees. All students (full-time, part-time, faculty, staff, etc.) paying fees after the deadline for fee payment are charged a late processing fee. The cashier is not authorized to accept late registration fee payment without the appropriate late processing fee. This fee is non-refundable. No department or employee of the university, other than those specifically authorized, has the authority to waive the fee.

Faculty, Staff, and Spouse Registration Fee.....\$20.00 + \$5.00 per credit hour

A copy of the current “Education Policy for Idaho State University Employees” is available in the Human Resources Office. Verification of employment and authorization forms for reduction in fees can be obtained from the Human Resources Office.

Senior Citizen Registration Fee.....\$20.00+ \$5.00 per credit hour

Age 60 years or older: proper identification indicating date of birth is required. Fee reduction is applicable to residents and non-residents of Idaho. It does not apply to special class fees. Fee is for courses on a space available basis only.

Transcript Fee

Please see information at: <http://transcripts.isu.edu> (<http://transcripts.isu.edu/>)

Application for Graduation and Diploma Processing Fee\$20.00

This fee is collected from each applicant for each graduate degree and for each certificate. This fee is paid to the Office of the Registrar.

Reprocessing Fee for Graduation\$20.00

This fee is paid to the Graduate School.

Housing Costs

Please contact University Housing (<http://www.isu.edu/housing/>) for more information, Stop 8083, Idaho State University, Pocatello, ID 83209, or (208) 282-2120.

Refund Policy

General Fee Refunds

The Refund Policy applies to all for-credit classes regardless of location of the class.

All fee refunds will be paid by ACH or check.

When any student enrolled in for-credit classes withdraws from Idaho State University or makes schedule changes that reduce the fee obligation, refunds are made on the following basis:

General University Fees Paid Without Use of a Fee Reduction Program

Refunds are calculated and authorized by the Office of Financial Services. The drop/withdrawal date is the actual date the drop or withdrawal form is received by an authorized University office or automated system.

Refunds of registration charges for full-time fees, part-time credit hour fees, nonresident tuition, professional program fees, and departmental fees are calculated on the total amount of fees paid, using the first official day of the University semester or session as the starting date.

Federal financial aid provisions may require funds to be returned to federal programs in excess of your ISU refund. In such situations, you will be billed for the excess remitted by the University in your behalf.

The official starting and ending dates of all classes are those designated by the University registrar.

Percentage Refund of Computed Base

Fall and Spring Semester:

Classes cancelled by the University.....**100%**

16-week classes for the first (10) ten days of university classes and 8-week classes for the first (5) five days of University classes.....**100%**

16-week classes for the next (5) five days (third week) of University classes and 8-week classes for the next (5) days (second week) of University classes.....**50%**

16-week classes dropped after the third week of classes; 8-week classes dropped after the tenth day of classes.....**No Refunds**

Summer Session:

Classes cancelled by the University.....**100%**

Full term session (May - Aug) for the first 10 days of University classes and 4, 6, 8 week sessions dropped in the first 5 days of University classes.....**100%**

Workshop classes dropped before the 1st day of the workshop.....**100%**

Full term session (May - Aug) for the next 5 days (3rd week) of University classes and 4, 6, 8 week classes dropped in the next 5 days (2nd week).....**50%**

For classes, short courses, continuing education classes, and workshops with nonstandard starting and ending dates, refund requests are reviewed on an exception basis. The official starting and ending dates are those designated by the University Registrar.

Non-Refundable Fee Charges/Payments

1. Reduced fee charges authorized by the State Board of Education. Examples include faculty/staff/spouse reduced fees, senior citizen reduced fees, education contract classes, etc.
2. Late processing charges.
3. Amounts paid to satisfy unpaid fees/charges from previous terms.
4. Amounts paid for student malpractice insurance.

Refunds for Exceptional Circumstances

In specific cases, as listed below, a full refund of the registration tuition and fees, credit hour fee, non-resident tuition, and professional fees will be granted following official withdrawal from the University, provided the withdrawal process is completed during the first half of the semester or session (i.e., first eight weeks of a semester, first four weeks of a session). Proper documentation must be presented and approval granted by the Offices of Student Affairs and Finance & Business Affairs before the refund will be processed.

1. Induction of the student into the U.S. armed forces.
2. Incapacitating illness or injury that prevents the student from returning to school for the remainder of the term. A medical withdrawal must be processed through the Office of Student Affairs and the ISU Health Center.
3. Death of a student.
4. Death of spouse, child, parent, or legal guardian of student.

Deductions from Calculated/Authorized Refund

The University reserves the right to deduct amounts owed the University from refunds. Refunds of fees for the term, less any outstanding fee loan balances for the term, are applied to the financial aid awarded to the student in the priority sequence shown below:

1. Amounts required by law to be returned to Federal Financial Aid programs
2. Third party agency payments of actual tuition and fees
3. University authorizations specifically for the payment of tuition and fees (i.e., graduate teaching assistant, athletics, etc.)
4. Federal aid programs (see Financial Aid Handbook for priority)
5. Miscellaneous outstanding balances due the University
6. University loan programs
7. University and donor scholarship programs

Payment of Refund to Students

Refunds will be processed via ACH or check. Students may access their accounts via BengalWeb for details on the reimbursements.

Registration Refund Appeals

Contact the Office of Student Affairs or the Office of Finance & Business Affairs for information about the University registration fee refund appeal process. Appeals should be submitted in writing before the end of the term for which the student is appealing.

Room and Board Fees

Students who fail to complete their agreement with University Housing will have their room and board fees pro-rated and, after appropriate penalties have been deducted, may receive a refund. See University Housing (<http://www.isu.edu/housing/>) for details on residence hall and apartment living, and for details on any penalties for breaking agreements.

Delinquent Accounts

The cancellation of registration and withholding of academic credit of any student with a delinquent account or an unsatisfactory financial relationship with the Office of Finance and Administration is authorized without further notice, provided an attempt has been made to notify the student by the campus department in which the hold originated. This regulation may be invoked at the discretion of the Vice President, Finance & Business Affairs, in cases of disregard in the settlement of returned checks, residence hall damage, library fines, telephone toll charges, overdue notes, traffic fines, room and/or board charges, apartment rental charges, etc.

Dishonored Check Policy

A charge is assessed each time a check is returned, the amount is charged to the student's account, and the student is so notified. If the check is not cleared within ten (10) days, a second notice is sent and a "hold" placed on his/her records.

Any check tendered in payment of registration fees and subsequently returned by the bank will result in automatic postponement of the student's registration.

In the case of a check tendered in payment for room and board and subsequently returned by the bank, the student is notified immediately and allowed not more than five (5) days for the check to clear. If not cleared within that time, the student's meal ticket and/or room reservations are canceled.

Federal Family Educational Rights and Privacy Act of 1974

Idaho State University, in compliance with the Family Educational Rights and Privacy Act (FERPA), is responsible for maintaining educational records and monitoring the release of information of those records. Staff and faculty with access to student educational records are legally responsible for protecting the privacy of the student by using information only for legitimate educational reasons to instruct, advise, or otherwise assist students.

Only those records defined as "directory information" may be released without the express written permission of the student. Directory information includes the student's name, address listings, telephone listings, e-mail addresses, full-time/part-time status, class level, college, major field of study, degree types and dates, enrollment status, club and athletic participation records, and dates of attendance including whether or not currently enrolled. No other information contained in a student's educational records may be released to any outside party without the written consent of the student.

A student may restrict release of all directory information by filing a Declaration of Non-disclosure of Educational Record Information form in the Office of the Registrar. Students may choose to restrict release of their address and telephone listings only. This may be done through BENGALWEB (<https://bengalweb.isu.edu/>). This restriction will apply to the students' address and telephone listings only; all other directory listings will continue to be available for release.

Students must request complete directory information restriction or address/phone listing restrictions during the first week of the fall term to prevent their information from being published in the Student Directory. Any restriction is permanent and remains in place even after the student has stopped attending or has graduated from the University unless the student requests, in writing, that it be removed. Additional FERPA information may be found on the web at: <http://isu.edu/registrar/student-resources/ferpa/>. (<http://isu.edu/registrar/student-resources/ferpa/>)